SPECIAL ORDER
NO. 2024-_____

SUBJECT: **AUTHORIZING THE CONDUCT OF ENHANCED DOCUMENT ACTION TRACKING SYSTEM (EDATS) AND RECORDS MANAGEMENT INFORMATION SYSTEM (RMIS) RE-ORIENTATION**

In the interest of the service and in line with the continual improvement of the DENR administrative systems for the management of document action tracking, the Re-Orientation workshop for Enhanced Document Action Tracking System (EDATS) and Records Management Information System is hereby authorized to be conducted from November 12-15, 2024 in Metro Manila. The following personnel shall be authorized to participate in the Re-Orientation:

DENR Regional Offices

Office	Name	Position
NCR	Jan S. Bautista	Chief Administrative Officer / Chief, Administrative Division
	Carl Wilhelm C. Eucogal	Information Systems Analyst I
	Michelle O. Suyu	Admin Assistant I
	Rowena B. Gagam	Administrative Assistant II
CAR	Mia Alma M. Batcagan-Tayag	Chief, Administrative Division
	Jonathan G. Pacheco	Records Officer II
	Cirilo M. Gali	Information Systems Analyst III
	Elma L. Ngiao	Admin. Assistant I
Region I	Mary Ann N. Escoto	Chief, Administrative Division
	Jason L. Trinidad	Information Systems Analyst II
	Michelle L. Fontanilla	Administrative Officer IV
	Josephine N. Nebreja	Cartographer I
Region II	Corazon C. Corpus	Supervising Administrative Officer
	Magdalena Pricella C. Pamittan	Administrative Officer III
	Aldwin Jay B. Cuntapay	Information Systems Analyst II
	Jett D. Miguel	Administrative Assistant III
Region III	Perla O. Collado	Chief, Administrative Division
	Karl Kevin D. Tallorin	Information Systems Analyst III
	Catherine C. Dizon	Administrative Officer II

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Office	Name	Position
	Rolando L. Dizon	Forest Ranger
CALABARZON Region	Anita T. Rocero	Supervising Administrative Officer
	Princess Kayeleene B. Dalisay	Information System Analyst III
	Dick Jones Macusi	Administrative Officer IV
	Patricia Anne M. Flores	Administrative Assistant I
MIMAROPA Region	Rosario C. Gulmatico	Chief, Administrative Division
	Mary Grace V. Jucutan-Paual	Chief, Records Unit
	Jermar D. Belen	Information Systems Analyst II
	Rosemarie F. Rodriguez	Administrative Assistant II
Region V	Francia N. Bacea	Administrative Officer III
	Ronald I. Azul	Administrative IV
	Rene L. Manzanades	Information Systems Analyst III
	Joana Marie A. Portugal	Administrative Assistant II
Region VI	Myla C. Reyno	OIC-Chief, Administrative Division
	Jade J. Valla	Information Systems Analyst III/ICT Focal
	Pinky C. Peñafiel	Admin Assistant I
	Fanny F. Tribunal	Admin Assistant II
Region VII	Emmelyn M. Dicdican	Chief, Administrative Division
	Jenabelle R. Mosqueda	Administrative Officer ll
	Inocencia M. Casia	Administrative Officer lll
	Dennis T. Cuizon Jr.	Information Systems Analyst Iii
Region VIII	Maita Reina G. Sucgang	Chief, Administrative Division
	Novy Ann G. Pagasartonga	Admin. Officer III (Records Officer II)
	Naomi C. Ansale	Information Systems Analyst III
	Ma. Antonette B. Nuñez	Admin. Assistant II
Region IX	Edgar M. Castro	Chief Admin
	Norisa O. Bertoldo	Records Officer
	Edna P. Fernandez	Admin Aide IV
	Francis Ian Dancel	ISA II
Region X	Georgina C. Padilla	Oic-Chief, Administrative Division
	Ma. Theresa A. Migallon	Administrative Officer III
	Ronel B. Bernardez	Information Systems Analyst Iii
	Jhon Steve S. Jumawan	Administrative Assistant III (Computer Operator II)
Region XI	Atty. Chelin Joan G. Sonza-Alug	Chief Administrative Officer/ Chief Administrative Division

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	Rheymarl G. Salazar	Computer Programmer II
EMB	Annabelle C. Llenos	Supervising Administrative Officer
	Nelly P. Barizo	Administrative Officer V / Chief, Records Section
	Russel Guillan L. Lingating	Administrative Officer I
	Valkyrie Fernand Valdez	Computer Operator I

Central Office

Office	Name	Position
KISS	Arlene A. Romasanta	Director
	Dennis M. Segovia	Information Systems Analyst III
	Nasser LawrenceB. Luminog	Information Systems Analyst III
	Archimedes John P. Madrid	Admin Assistant III
	Felino Don Pedro L. Austria	Admin Assistant III
RMD	Jocelyn B. De Layola	OIC, Chief RMD
	Maribel D. Garcia	Administrative Officer V
	Ramil C. Mangubos	Administrative Officer V
	Kishia Mae F. Ibabao	Administrative Officer I
	Revihilda V. Cendaña	Administrative Officer IV
	Veronica D. Regalado	Admin Assistant III
PPS	1 Representative	
Secretariat	Gerard I. Pulumbarit	Sr. IT Support Specialist

The Records Management Division (RMD) and Knowledge and Information Systems Service (KISS) staff shall provide technical and administrative support for the duration of activity.

All expenses and cash advances to be incurred for this training shall be charged against KISS - DENR funds subject to the usual accounting and auditing rules and regulations. The Director of Knowledge and Information Systems Service is hereby authorized to adjust the date and venue of the activity as exigencies of the office may warrant.

A report shall be submitted online (biy.ly/LNDportal) to the undersigned through the Human Resource Development Service - Training and Development Division, fifteen (15) days after the completion of the activity.

This Order takes effect on the dates specified herein.

AUGUSTO D. DELA PEÑA
Undersecretary for Organizational
Transformation and Human Resources

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